

Attachment 3.3 Contract Addendum 6 Renewal Report

Contract Dates	
Date of this Report	
Name of School:	
Address of School:	
Name of Contact:	
Title of Contact:	
Title Office Phone:	
Title Mobile Number	
Title Email Address	
Name of Board Chair	
Chair Mobile Number	
Chair Email Address	

IQS Oversight Cadre Members	Cadre Member Primary Responsibility

Dates of site visits to the school during the _____ school year and IQS persons participating.

Dates of IQS attendance at board meetings and IQS cadre attending. Identify if it was in person or by electronic means.

Specific issues to be addressed in addition to the oversight of the five areas in the attached.

The IQS oversight process is thorough and addresses how the school is implementing the five major areas which include:

1. Is the school operating consistent with the approved model including providing a learning environment which includes the state curriculum standards;
2. Is the governance of the school providing quality policy leadership consistent with the laws and the contract;
3. Is the performance of the students and the school meeting expectations:
4. Is the financial management of the school making appropriate use of taxpayer dollars and is the school planning for the future; and
5. Are the day-to-day operations of the school meeting statutory and contract requirements?

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Performance Measures Scale

The following are the performance measures used by the IQS Team for oversight of this school. The names of the individuals or the method used to determine the conclusions reached are identified for each section and are noted in the “Comments” section following each area.

The following scale is to be used when rating each of the performance indicators:

0 – 1.9	Intervention	None or an insignificant amount of the information is evident which provides the reviewer evidence that the indicator is being met.
2 – 2.9	Progressing Toward Target Benchmarks	Not all of the key aspects of the meeting the performance indicators is evident. The school was generally unable to present evidence that this indicator is being satisfactorily met consistently over time.
3 – 3.9	Meets Target Benchmarks	The information is evident and the indicator is being satisfactorily being met.
4 – 5.0	Exceeds Target Benchmarks	All of the information is evident and the indicator is being met in an exemplary manner.

Section 1: Mission & Goals of the School Program Model

Performance Indicators

a. The program model implemented is consistent with that described in its charter application including any amendments.	Rating	
(1) Is the school program model as described in the contract clearly evident in practice? (2) Are the staff, board, leaders, etc. reasonably able to articulate what it is?		
How determined and comments: . .		
IQS Findings:		

b. The School program is aligned with the primary purpose of Charter Schools	Rating	
(1) The purposes are in the contract. Does the board, teachers, leadership know what they are for their school? (2) Is it clear the purposes are being addressed at the school?		
How determined and comments:		
IQS Findings:		

c. The school curriculum aligns with its mission and primary program purpose in all curricular areas.	Rating	
(1) Are the staff and board able to articulate the mission?		
How determined and comments:		
IQS Findings:		

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d. All state standards, and authorizer requirements are embedded into the curriculum of the school.	Rating	
(1) Does the school curriculum support the mission/model of the school?		
(2) Is the curriculum adequate including digital to carry-out the mission?		
How determined and comments:		
.		
IQS Findings:		

e. Staff development is on-going, aligned with strategic plan, and ensures program fidelity.	Rating	
(1) Is there a central place where and how each standard is taught (grade/course). This should be an electronic system for easy updating.		
(2) Do teachers know which standards they are accountable for teaching? Is this documented by the teacher?		
How determined and comments:		
IQS Findings:		

f. Locally Determined Measurements.	Rating	
(1)		
How determined and comments:		
IQS Findings:		

Section 1: Composite Rating for Mission & Goals of the School Program Model	Section Composite Rating	
a. The program model implemented is consistent with that described in its charter application including any amendments.		
b. The School program is aligned with the primary purpose of Charter Schools		
c. The school curriculum aligns with its mission and primary program purpose in all curricular areas.		
d. All state standards, and authorizer requirements are embedded into the curriculum of the school.		
e. Staff development is on-going, aligned with strategic plan, and ensures program fidelity.		
f. Locally Determined Measurements.		

Name of IQS Cadre Reviewing Section 1:	
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Section 2: Governance of the School Performance Indicators: Performance Indicators

a. The board organization complies with the requirements in the charter school law.	Rating	
<ul style="list-style-type: none"> (1) The <i>ongoing board</i> must be elected prior to the completion of the schools 3rd year of operation consistent with the Bylaws. (2) Board must consist of at least five members who are not related to each other. (3) At least one member must be a licensed teacher at the school. (4) At least one member must be a parent/legal guardian of a student attending the school. (5) At least one member must be an interested community member who is neither an employee of the school or a parent of a student at the school. (6) Charter school employees may not serve on the board other than for a teacher who is (2) or (3) above. (7) Neither the schools administrator nor the financial officer may be on the board in other than in an ex-officio capacity. (8) Contractors (or employees of contractors) providing facilities services, goods to the school may not serve on the board. 		
How determined and comments:		
IQS Findings:		

b. Criminal background checks have been conducted on each board member .	Rating	
How determined and comments:		
IQS Findings:		

c. No board members have any conflict of interest as defined in law and statements are filed annually.	Rating	
<ul style="list-style-type: none"> (1) An individual may not serve on the board if the individual, an immediate family member, or the individual's partner is an owner, employee or an agent of, or a contractor with a for profit or not-profit entity or an individual with whom the school contract directly or indirectly for professional services, goods, or facilities. (2) Written statement (see contract appendix) is filed each year by each board member. (3) If a conflict of interest exists, any contract that is entered into is void. (4) An employee, agent or board member of the authorizer who participates in the initial process or decision-making may serve on the board of any school chartered by that authorizer. (5) The conflict of interest does not apply to a teacher of the school who serves on the board whether the teacher is a school employee or employed through a cooperative under Chapter 308A (Coop Law). 		
How determined and comments:		
IQS Findings:		

d. The Board complies with all provisions of the Minnesota Open Meeting Law.	Rating	
How determined and comments:		
IQS Findings:		

e. The Board By-Laws are consistent with charter school law.	Rating	
How determined and comments:		

IQS Findings:

f. The Board has reviewed and adopted all policies related to school operations.	Rating	
(1) By-laws are adhered to (see Appendix 2 of the contract)		Yes or No
(2) (All By-law changes are submitted to IQS for approval prior to adoption by Board)		Yes or No
How determined and comments:		
IQS Findings:		

g. The board has in place a strategic plan that includes its vision, and goals.	Rating	
(1) The Board has adopted the required policies and maintains them in a policy manual.		Yes or No
(2) The Board has a process for at least annually adopting required policies and the school leadership is able to articulate that process.		Yes or No
(3) The board minutes validates that the board has adopted policies as required by law.		Yes or No
(4) The school has a written policy manual (such as MSBA manual)		Yes or No
How determined and comments:		
IQS Findings:		

h. The Board meetings are conducted in an orderly process following an agenda, appropriate posting in compliance with MN statute.	Rating	
How determined and comments:		
IQS Findings:		

i. Board passes its annual budget no later than July 1 each year. Reports are provided to the board.	Rating	
(1) Sets the policy of the school;		Yes or No
(2) Sets performance expectations consistent with the contract with the authorizer for the school and the director;		Yes or No
(3) Adopts an annual budget and monitors/reviews the budget regularly;		Yes or No
(4) Approves all expenditures or has authorized leadership to do so;		Yes or No
(5) Reviews and accepts the annual audit;		Yes or No

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(6) Reviews student/school performance regularly		Yes or No
(7) Reviews the annual report and adopts a school improvement plan.		Yes or No
(8) Other		Yes or No
How determined and comments:		
IQS Findings:		

j. The Board has a development plan including annual training for members.		Rating	
(1) An agenda is provided to each board member at least three (3) days prior to each meeting as well as being posted and the minutes of the previous meetings are approved and published.		Yes or No	
How determined and comments:			
IQS Findings:			

k. Locally Determined Measurements.		Rating	
.		Yes or No	
How determined and comments:			
IQS Findings:			

l. Locally Determined Measurements		Rating	
.		Yes or No	
.		Yes or No	
How determined and comments:			
IQS Findings:			

Section 2: Governance of the School Performance Indicators		Section Composite Rating	
a. The board organization complies with the requirements in the charter school law.			
b. Criminal background checks have been conducted on each board member.			
c. No board members have any conflict of interest as defined in law and statements are filed annually.			
d. The Board complies with all provisions of the Minnesota Open Meeting Law.			
e. The Board By-Laws are consistent with charter school law.			

f. The Board has reviewed and adopted all policies related to school operations.	
g. The board has in place a strategic plan that includes its vision, and goals.	
h. The Board meetings are conducted in an orderly process following an agenda, appropriate posting in compliance with MN statute.	
i. Board passes its annual budget no later than July 1 each year. Reports are provided to the board.	
j. The Board has a development plan including annual training for members.	
k. Locally Determined Measurements.	
l.	

Name of IQS Cadre Reviewing Section 2:	
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Section 3: Evaluation of School/Student Performance Indicators

A. General Provisions

a. Student academic achievement levels in math and reading is given to each student within 2 weeks of entering school.	Rating	
How determined and comments:		
IQS Findings:		

b. The school has met target performance goals (as stated in their SIP) including academic achievement.	Rating	
How determined and comments:		
IQS Findings:		

c. The school has reduced overall student performance gaps.	Rating	
How determined and comments:		
IQS Findings:		

d. Students who are continuously enrolled for 3 years are making annual growth of 1 year as measured by the assessment.	Rating	
How determined and comments:		
IQS Findings:		

e. The school meets the graduation rate as established by the state and ESSA.	Rating	
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How determined and comments:
IQS Findings:

f. 75% of continuously enrolled students will perform at or above the national median on the MAP.	Rating	
How determined and comments:		
IQS Findings:		

g. Average daily membership exceeds 85% but is less than 90%.	Rating	
How determined and comments:		
IQS Findings:		

h. Students' level of satisfaction with their school is greater than 85% but less than 90%.	Rating	
How determined and comments:		
IQS Findings:		

i. Parents' level of satisfaction with their school is greater than 85% but less than 90%.	Rating	
How determined and comments:		
IQS Findings:		

j. Teachers' level of satisfaction with the school is greater than 85% but less than 90%.	Rating	
(1)		

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How determined and comments:
IQS Findings:

k. The school meets all the criteria required in the MDE's World's Best Workforce.	Rating	
How determined and comments:		
IQS Findings		

l. The School will conduct, at least semi-annually, a follow-up survey of all students.	Rating	
How determined and comments:		
IQS Findings:		

m. Locally Determined Measurements.	Rating	
How determined and comments:		
IQS Findings:		

	Rating	
How determined and comments		
IQS Findings:		

	Rating	
How determined and comments:		
IQS Findings:		
	Rating	
How determined and comments:		
IQS Findings:		
	Rating	
How determined and comments:		
IQS Findings:		
	Rating	
How determined and comments:		
IQS Findings:		
	Rating	

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IQS Findings:		
		Rating
IQS Findings:		

		Rating
How determined and comments:		
IQS Findings:		

Section 3: Evaluation of School/Student Performance Indicators	Section Composite Rating
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A.General Provisions	
a. Student academic achievement levels in math and reading is given to each student within 2 weeks of entering school.	
b. The school has met target performance goals (as stated in their SIP) including academic achievement.	
c. The school has reduced overall student performance gaps.	
d. Students who are continuously enrolled for 3 years are making annual growth of 1 year as measured by the assessment..	
e. The school meets the graduation rate as established by the state and ESSA.	
f. 75% of continuously enrolled students will perform at or above the national median on the MAP.	
g. Average daily membership exceeds 85% but is less than 90%.	
h. Students' level of satisfaction with their school is greater than 85% but less than 90%.	

i. Parents' level of satisfaction with their school is greater than 85% but less than 90%.	
j. Teachers' level of satisfaction with the school is greater than 85% but less than 90%.	
k. The school meets all the criteria required in the MDE's World's Best Workforce	
l. The School will conduct, at least semi-annually, a follow-up survey of all students.	
m. Locally Determined Measurements.	

Name of IQS Cadre Reviewing Section 2:	
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Section 4: Financial Performance Indicators

A. General Provisions

a. Preliminary approval of the school budget is approved prior to July 1 of each year.	Rating	
How determined and comments:		
IQS Findings:		

b. The finances are appropriately managed either by the school or a finance management company. School invoices are being paid within 30 days.	Rating	
How determined and comments:		
IQS Findings:		

c. The school has maintained a fund balance between 10 and 15%.	Rating	
How determined and comments:		

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IQS Findings:

d. State finance reports are filed appropriately and on time?	Rating	
How determined and comments:		
IQS Findings:		

e. All state/Federal taxes, pensions, insurance, etc. are paid in a timely manner and as required.	Rating	
How determined and comments:		
IQS Findings:		

f. The Board is provided budget information at its monthly meetings; reviews and approves payments.	Rating	
How determined and comments:		
IQS Findings :		

g. The School audit is completed on time, posted on-line and filed with the MDE as required.	Rating	
How determined and comments:		
IQS Findings:		

h. The budget includes a funds for anticipated future needs such as technology, curriculum, salary, etc?	Rating	
How determined and comments:		
IQS Findings:		

i. Fund Balance	Rating	
(1) Is 20% or higher, or the school has a plan for meeting that threshold (Yes or No)		
(2) Is better or comparable to the district in which the school is located or neighboring districts. Include a statement of the fund balances for the current year and the preceding two (2) years.		
How determined and comments:		

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IQS Findings:

j. The patterns of expenditures are consistent with the mission, program, and goals of the school. (Address the percentage of administrative costs).	Rating	
How determined and comments:		
IQS Findings:		

k. The school audit information is filed as scheduled with the MDE. The audit is completed on time and the audit does not identify any material weaknesses and includes a copy of all School agreements for corporate management services. (Yes or No)	Rating	
If the audit report identifies one or more findings of a material weakness the school must submit a written report to the commissioner how the material weakness will be resolved. (Yes, No, Not applicable)		
How determined and comments:		
IQS Findings:		

l. All findings of previous year's audits have been appropriately addressed and do not reappear in the current audit.	Rating	
How determined and comments:		
IQS Findings:		

Section 4: Financial Performance Indicators	Section Composite Rating	
a. Preliminary approval of the school budget is approved prior to July 1 of each year		
b. The finances are appropriately managed either by the school or a finance management company. School invoices are being paid within 30 days.		
c. The school has maintained a fund balance between 10 and 15%.		
d. State finance reports are filed appropriately and on time?.		
e. All state/Federal taxes, pensions, insurance, etc. are paid in a timely manner and as required.		
f. The Board is provided budget information at its monthly meetings; reviews and approves payments..		
g. The School audit is completed on time, posted on-line and filed with the MDE as required.		
h. The budget includes a funds for anticipated future needs such as technology, curriculum, salary, etc?.		

i. Fund Balance	
j. The patterns of expenditures are consistent with the mission, program, and goals of the school.	
k. The school audit information is filed as scheduled with the MDE. The audit is completed on time and the audit does not identify any material weaknesses and includes a copy of all School agreements for corporate management services.	
l. All findings of previous year's audits have been appropriately addressed and do not reappear in the current audit	

Name of IQS Cadre Reviewing Section 4:	
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Section 5: Operations of School Performance Indicators

A. General Provisions

a. All school employees' qualifications, licensure, and criminal background checks are in compliance with state, federal and authorizer requirements.	Rating	
How determined and comments:		
IQS Findings:		

b. Staff assignments align with areas of licensure.	Rating	
How determined and comments:		
IQS Findings:		

c. Procedures for student enrollment in the school are consistent with Minnesota Statute 124E.11.	Rating	
How determined and comments:		
IQS Findings:		

d. A system of transportation is in place and meets all criteria as described in Minnesota Statute 124E.15	Rating	
(1) If a grade(s) are over subscribed, is a lottery held?		
(2) If a lottery is held is it fair.		
How determined and comments:		
IQS Findings		

e. Resolution procedures to address key stakeholder complaints are in place and posted on the web site	Rating	
How determined and comments:		

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IQS Findings:

f. Board policies have been established in accordance with Minnesota Statute 124E.07.	Rating	
How determined and comments:		
IQS Findings		

g. The school has insurance in place as required in Minnesota Statutes chapter 466 .	Rating	
How determined and comments:		
IQS Findings:		

h. State and federal laws such as those related to special education, ESL, student discipline, discriminat	Rating		on
are being followed			
How determined and comments:			
IQS Findings:			

i. Processes and procedures are in place to ensure that the required immunizations for students are on	Rating	
How determined and comments:		
IQS Findings:		

j. The school is nonsectarian in all aspects of its operations consistent with Minnesota Statute 124E.06.	Rating	

How determined and comments:
IQS Findings:

(k) The school has the capacity to manage all state reporting requirements with submittals made on a time	Rating	
How determined and comments:		
IQS Findings:		

(l) The school adheres to all health and safety requirements.	Rating	
How determined and comments:		
IQS Findings:		

(m) The school has entered into a lease agreement in accordance with Minnesota Statute 124E.13.	Rating	
How determined and comments:		

IQS Findings

(n) Measurements to be determined	Rating	
How determined and comments:		
IQS Findings:		

(o)	Rating	
How determined and comments:		
IQS Findings:		

(p)	Rating	
How determined and comments:		
IQS Findings:		

e. Management Systems 3. State reporting is completed accurately and timely based on MDE information.	Rating	
How determined and comments:		
IQS Findings:		

f. Facilities 1. Health and Safety laws are being adhered to including Fire Marshall standards	Rating	
How determined and comments:		
IQS Findings:		

f. Facilities 2. The school has adequate space and provides an environment conducive to learning	Rating	
How determined and comments:		
IQS Findings:		

f. Facilities 3. The lease was approved by the department and is being followed.	Rating	
How determined and comments:		
IQS Findings:		

f. Facilities 4. The lease is not with a <i>related party</i> as defined in MN Law 124D.10 Subd 23a	Rating	
How determined and comments:		
IQS Findings:		

Section 5: Operations of School Performance Indicators	Section Composite Rating	
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A. General Provisions		
a. All school employees' qualifications, licensure, and criminal background checks are in compliance with state, federal and authorizer requirements.		
b. Staff assignments align with areas of licensure.		
c. Procedures for student enrollment in the school are consistent with Minnesota Statute 124E.11		
d. A system of transportation is in place and meets all criteria as described in Minnesota Statute 124E.15.		
e. Resolution procedures to address key stakeholder complaints are in place and posted on the web site.		
f. Board policies have been established in accordance with Minnesota Statute 124E.07.		
g. The school has insurance in place as required in Minnesota Statutes chapter 466 .		
h. State and federal laws such as those related to special education ...		
i. Processes and procedures are in place to ensure that the required immunizations for students are on file.		
j. The school is nonsectarian in all aspects of its operations consistent with Minnesota Statute 124E.06.		
k. The school has the capacity to manage all state reporting requirements ...		
l. The school adheres to all health and safety requirements.		
m. The school has entered into a lease agreement in accordance with Minnesota Statute 124E.13.		
n. Measurements to be determined		
o. Management Systems		
e. Management Systems 2. The school has internal operations that result in well managed school including mgt. chart; position descriptions; professional performance/improvement evaluations; functioning committees, etc.		

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e. Management Systems	
3. State reporting is completed accurately and timely based on MDE information.	
f. Facilities	
1. Health and Safety laws are being adhered to including Fire Marshall standards	
f. Facilities	
2. The school has adequate space and provides an environment conducive to learning	
f. Facilities	
3. The lease was approved by the department and is being followed.	
f. Facilities	
4. The lease is not with a <i>related party</i> as defined in MN Law 124D.10 Subd 23a	

Name of IQS Cadre Reviewing Section 5:	
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	Rating
<p>How reviewed and conclusions:</p>	
<p>IQS Findings:</p>	

	Rating	
IQS Findings:		

	Rating	
(Specify)		
IQS Findings		

Review Composite Scores

The following are the composite scores of this review

Section 1: School Model	
Contract Issues needing to be addressed:	
Section 2: Governance	
Contract Issues needing to be addressed:	
Section 3: Performance	
Contract Issues needing to be addressed:	
Section 4: Finance	
Contract Issues needing to be addressed:	
Section 5: Operations	
Contract Issues needing to be addressed:	
Section 6: Other	
Contract Issues needing to be addressed:	

Cadre Final Comments about School